

603.4 EMPLOYEE EVALUATIONS AND THE FIELD TRAINING AND EVALUATION PROGRAM – PHASE V

I. DISCUSSION: When a probationary officer completes phase IV of formal training with a Field Training and Evaluation Program (FTEP) squad, the officer matriculates to phase V and is assigned to a patrol squad to complete their probationary year. Training should continue through the successful completion of the probationary year. The purpose and objective of the following procedure is to explain the process.

II. PHASE V:

A. As part of a probationary police officer's training during phase V of the FTEP program, their patrol sergeant will ensure that they are exposed to several different facets of police work within the department by completing:

1. A half shift with the Communications Bureau (radio).
2. A half shift with the Department's D.U.I. Enforcement Unit.
3. A half shift with one of the Department's Street Anti-Crime squads.
4. A half shift with one of the Department's District Latent Investigations Squads.
5. A shift with the State Attorney's Office – Bridging the Badge Program (TPD form 272).

B. One of the three principles of community policing is problem-solving, the process of engaging in the proactive and systematic examination of identified problems to develop and evaluate effective responses. As part of a probationary police officer's training during phase V of the FTEP program, their patrol sergeant will ensure that they complete a community problem-solving initiative in their assigned area, using the tier system and S.A.R.A. model that they were exposed to when they reviewed *Community Policing – A Patrol Officer's Perspective*.

C. The probationary police officer's patrol sergeant will ensure that they are exposed to and are comfortable using the following software applications prior to exiting phase V of the FTEP program:

1. AXON
2. Court Notification System
3. eCRA
4. PowerDMS
5. Preventive Maintenance Scheduling Application
6. Risk Protection Order Manager
7. State Attorney's Office Case Management System

8. SIRE WebCenter (Training / Travel Application)
9. StreetSmart
10. TraCS
11. Versaterm Records Management System

III. SPECIAL POLICE PERFORMANCE EVALUATIONS:

- A. The completion of Special Police Performance Evaluations (TPD 56) for a probationary police officer serves as a systematic appraisal of the officer's on-the-job work performance. It should assist both the officer and the Department in the determination of a probationary police officer's strengths and deficiencies.
- B. Probationary police officers will be on a twelve-month probationary status following their date of appointment as police officers. Upon completion of the FTEP, probationary police officers performing at a satisfactory level or better will be evaluated every two months. Probationary officers performing at less than a satisfactory level will be evaluated monthly.
- C. Patrol sergeants will ensure that the following are completed for the probationary police officers that are assigned to their squads:
 1. If a probationary police officer is performing at a satisfactory level:
 - a. Note the date the probationary police officer first came to the squad and determine their one-year anniversary date (annual performance evaluation date).
 - b. Using the Special Police Performance Evaluation (TPD 56), complete probationary performance evaluations at 2-month intervals following the date the probationary police officer first arrived to the patrol squad.
 - c. Meet with the probationary police officer and review the probationary performance evaluation. The probationary police officer's strengths and deficiencies should be discussed during this review. Once signed by the probationary police officer, the completed probationary performance evaluation will be placed in the probationary police officer's pending file.
 - d. Route a signed copy of the probationary performance evaluation to the probationary police officer's FTEP lieutenant so that it can be

archived in their training files.

- e. At the end of a probationary police officer's first year of service, complete their annual performance evaluation using the Police Performance Evaluation (EVAL-PO). The evaluation type is marked probationary. In the summary/comments section of the annual performance evaluation, the following information is required:
 - i. If issued an electronic control device, the date that the probationary police officer last docked its battery.
 - ii. The date that the probationary police officer's ballistic vest will expire.
 - iii. A summary of the community problem-solving initiative (TPD form 271) that the probationary police officer completed during phase V.
 - iv. The dates the probationary police officer completed their exposure to the other facets of the department.
 - f. In the addendum section of the annual performance evaluation the following information is required:
 - i. A sentence at the end of the narrative, recommending retention of the probationary police officer. Include a copy of the probationary police officer's community problem-solving initiative with their annual performance evaluation.
 - g. Route a signed copy to the probationary police officer's FTEP lieutenant so that it can be archived in their training files.
2. If the probationary police officer is not performing at a satisfactory level:
- a. Note the date the probationary police officer first came to the squad and determine their one-year anniversary date (annual performance evaluation date).
 - b. As soon as an issue has been identified, the patrol sergeant should develop a remedial training plan. The remedial training plan should be reviewed and approved by the District's FTEP lieutenant and, when appropriate, the Training Unit sergeant. A signed copy of the remedial training plan will be routed to the probationary police officer's FTEP lieutenant so that it can be archived in their training files.

- c. Using the Special Police Performance Evaluation (TPD 56), complete probationary performance evaluations on a monthly basis following the date the probationary police officer first arrived to the patrol squad. In the narrative portion of the probationary performance evaluation, document whether the probationary police officer is responding to the training they are being exposed to in the remedial training plan. The completion of the probationary performance evaluations will continue on a monthly basis until the probationary police officer completes the remedial training plan and is performing at a satisfactory level.
- d. Meet with the probationary police officer and review the probationary performance evaluation. The probationary police officer's strengths and deficiencies should be discussed during this review. Once signed by the probationary police officer, the completed probationary performance evaluation will be placed in the probationary police officer's pending file.
- e. Route a signed copy of the probationary performance evaluation to the probationary police officer's FTEP lieutenant so that it can be archived in their training files.
- f. If the probationary police officer is not performing at a satisfactory level at the time of their annual evaluation, they may be reevaluated 60 or 90 days from the salary review date with the approval of the Director of Human Resources (City of Tampa Personnel Manual B18.1 [10]d). The request for an extension must be made through the probationary police officer's chain of command. In such cases, the extension(s) would involve the continued use of the Special Police Performance Evaluations (TPD 56). Signed copies of all Special Police Performance Evaluations served to the probationary police officer during these extensions will be routed to the probationary police officer's FTEP lieutenant so that it can be archived in their training files.

Supersedes SOP 603.4, dated 10/24.